

**DEPARTMENT OF ADMINISTRATIVE SERVICES
Business Services – Project Accounting
EMPLOYMENT OPPORTUNITY**

Accountant

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Open to the Public
Location: 165 Capitol Avenue, Hartford, CT
Job Posting No: 102711 - Acct
Hours: Monday – Friday (40 hours/week)
Salary: AR 23 Salary Range: \$66,213 - \$85,597
(New hires to state service start at the minimum salary range.)
Closing Date: October 30, 2015

The Department of Administrative Services, Business Services Division, is seeking to refill an Accountant position within the Project Accounting Unit.

Eligibility Requirement:

Candidates must have applied for and passed the Accountant examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties:

The incumbent will process bond related transactions. This position is responsible for off-setting charges from the revolving fund by billing agencies for construction services fees. The incumbent will work with the project managers to operate within the project's budget, and reconcile the projects on a monthly basis. The incumbent will also process purchase orders for contracts for the State University System, pay all bills, including expenditures transfers, services transfers and grant transfers for the asbestos projects. The selected candidate will report to the manager on the constructions in progress, complete the SWCAP and GAAP reports as well as ordering of general fund goods and services, process travel and reconciliation of bank accounts. This person will analyze and interpret accounting records and reports, assists higher level staff in planning, design and implementation, review agency manager program budget proposals, recommend accounting related improvements to business practices such as accounting controls and financial reviews.

Preferred Skills & Experience:

- Experience with CORE-CT, including general ledger, project costing and EPM
- Proficient with Microsoft Office Suite including Excel
- Experience with bond related accounting transactions is also desired.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: In addition to meeting the above requirements, candidates must submit the following information in order to be considered for this position: cover letter, resume, application for employment (CT-HR-12), three (3) pertinent professional references; candidates currently employed in state service, please submit your two most recent service ratings in lieu of references to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
165 CAPITOL AVENUE
HARTFORD, CT 06106
ATTN: Brenda Abele
Fax: (860) 622-2640 (preferred method)
OR
E-MAIL: brenda.abele@ct.gov**

APPLICANTS MUST NOTE THE JOB POSTING NO.102711-Acct ON THE APPLICATION.

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 10/30/15 WILL NOT BE CONSIDERED.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.